



**Believe Without Limits**



**Higher Level Teaching Assistant  
(HLTA)**



# Believe Without Limits

## **“EGA - a school without limits”**

Students leave EGA having achieved more than they ever believed possible. Through our broad-based curriculum and strong pastoral care, we equip students with the knowledge, skills and confidence to achieve both academically and personally.

Our success can be seen in the ambitious, kind and compassionate life-long learners that make up our rich, varied and diverse community of young people.

**Our long standing commitment to excellence is demonstrated by our fourth consecutive Outstanding Ofsted inspection in January 2025.**





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## Headteacher's Message



Thank you for your interest in this position. Elizabeth Garrett Anderson School (EGA) is a highly successful community school located in North London. It is held in high regard locally, nationally and internationally. The school is committed to a journey of continuous improvement and works alongside other schools as well as with partners and relationships beyond Islington, to ensure we are at the forefront of educational thinking and research.

Working at EGA is exceptionally rewarding. Many of our students experience disadvantages, but students of all abilities make outstanding progress and leave school with the qualifications and the self belief to help them build a successful future. We believe that academic success, kind and consistent pastoral care and outstanding character education are all essential to students' experiences at school and we expect all staff who work here to be committed to each of these areas of work.

Our expectations are extremely high both for students and staff and we work hard to continually improve our practice. Many staff are promoted internally and we are committed to providing outstanding quality professional development for all our staff through a range of high quality school based training sessions, coaching and appraisal. Colleagues who embrace the EGA ethos will have a wealth of opportunities to develop their career here or elsewhere when they are ready to take the next career step.

I really hope that, having learnt more about our school, you will decide to apply for this post. If you are successful in your application, you will be joining a school where the students thrive, the staff are greatly valued and everyone has the chance to shine.

Sarah Beagley  
Headteacher



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## Higher Level Teaching Assistant (HLTA)

Scale: SO1

**Required for September 2025** (or to start from our 'rollover' period on 16th June 2025)

This is an exciting opportunity for an ambitious and enthusiastic colleague to join a popular, high performing, 11-16, inner city comprehensive school, situated in the vibrant and cosmopolitan area of Angel, North London. Every year we have students who leave us with top grades in all their subjects, showing that our students can and do achieve as highly as students anywhere else in the country. This is a testament to all our staff and their ability to encourage and nurture talent.

EGA is an inclusive school, committed to meeting the needs of all students including those with Special Educational Needs and Disabilities (SEND). Through our broad curriculum, strong pastoral care, robust interventions and high expectations, we equip our students with SEND to become confident, successful learners who make excellent progress.

EGA is a stimulating place to work. Set in an impressive building with second to none facilities, we follow a rigorous academic curriculum and provide an exceptional learning environment for all students. We expect both students and staff to engage with the wide range of enrichment activities on offer.

EGA has so much to offer energetic and inspirational teachers – our staff praise our CPD and career development opportunities, the strong support network and our sense of community. This is an exciting time to join us in making a difference to the life chances of our students.

**Closing date: Monday 2nd June 2025 at 09.00am**

**Interviews: Thursday 5th June 2025**

Elizabeth Garrett Anderson School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. This position is subject to a Disclosure and Barring Service check at Enhanced Level.

**In line with KCSIE 2024 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.**

**We reserve the right to consider applications prior to the closing date.**

*Please follow link for our school safeguarding policy*

<https://www.egaschool.co.uk/258/policies>



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## Job Description

**Post title:** Higher Level Teaching Assistant (HLTA)

**Salary:** SO1 Sp 23-25, actual salary: £33,937.19 - £35,591.18

**Working Hours:** Term-Time- Only, 35 hrs per week, 8.20am - 4pm

**1 Year Fixed term**

### **Purpose:**

- To support teachers and the school in order to raise standards of achievement for all students, especially those with additional needs.
- To utilise advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and teaching whole classes.
- To encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life.

**Responsible to:** SENDCo/SLT

### **Areas of Responsibility:**

#### **Planning:**

- Plan and prepare lessons with the SENDCO, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil needs.

#### **Teaching and Learning:**

- Within an agreed system of supervision from the SENDCO, and within a predetermined lesson framework, teach whole classes including Entry Level English, Maths and ASDAN Life Skills.
- In accordance with arrangements made by the headteacher, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present, in line with regulations and guidance under Section 133 of the Education Act 2002 and STPCD 2003.
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.



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- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

## **Assessment and Monitoring:**

- Alongside the SENDCO, evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- Support the teaching staff with reporting pupils' progress and achievements at parents meetings which are usually held outside school hours.

## **Wider responsibilities**

- Be aware of key school plans, policies and procedures, especially those relating to Health and Safety Procedures, Child Protection Procedures, GDPR and Equality.
- Take part in performance/appraisal management in order to identify development and training needs.
- Undertake induction training and other training as identified during the performance/appraisal management process to enable you to provide the school with effective support.
- Attend staff meetings as required.
- Be aware of the learning and physical needs of the students you support and teach.
- Respect the confidentiality of student information and respond sensitively to student's needs.
- Undertake first aid training and administer first aid as required, supporting the administration of prescribed medication in accordance with school policy and guidelines.
- To be trained in intimate care and personal handling and administer intimate care as required.
- Promote the safeguarding of children.
- To keep up to date with new developments in the delivery of SEND both nationally and within the Local Offer.
- All other duties as required by the Headteacher, within the framework outlined in national guidelines.

Whilst every effort has been made to explain the main duties and responsibilities of the post each individual task may not be identified.



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## Person Specification

*E = Essential D = Desirable*

The person specification sets out the criteria to be used to determine whether an individual is likely to be able to undertake the duties in the job description.

### Education, experience and abilities:

1. Have HLTA status or equivalent qualification or experience. **(E)**
2. Demonstrable levels of numeracy and literacy equivalent to GCSE grade A-C, or by test **(E)**
3. Willingness to attend induction training and other training as appropriate and relevant to the post **(E)**
4. Willingness to attend other school training sessions **(E)**
5. Experience of working with children, either in a paid or unpaid capacity, preferably in an educational setting **(D)**
6. Hold relevant qualifications at a level equivalent to at least NQF Level 3. **(E)**
7. Educated to degree level **(D)**
8. Ability to form and maintain appropriate professional relationships and personal boundaries with children and young people **(E)**
9. Ability and willingness to work as part of a team **(E)**
10. Ability to supervise students effectively both in and out of school in line with the school's behaviour policy **(E)**
11. Ability to communicate effectively with a range of people **(E)**
12. Ability to organise and teach classroom activities e.g. preparing and setting out resources and implementing strategies for T&L **(E)**
13. Ability to deal with sensitive information in a confidential manner **(E)**
14. Good working knowledge of a range of software packages including g-suite, Microsoft and gmail **(E)**
15. Knowledge of the requirements of effective literacy and numeracy strategies **(E)**
16. A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service **(E)**
17. A commitment to deliver services within the framework of the school's equalities policy **(E)**
18. Commitment to work within the scope of school policies and procedures **(E)**
19. Awareness and understanding of safeguarding risks to students and staff responsibilities **(E)**
20. Trained in intimate care or the willingness to undertake training in this area **(E)**
21. First Aid trained or the willingness to undertake training in this area **(E)**
22. Experience using ARBOR MIS **(D)**



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## Selection Process and additional information

### Recruitment Process

Applications will be considered as they are received by the school and candidates may be invited to interview at any stage. Early applications are warmly encouraged.

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected.

### School Visits

School visits are highly recommended and can be requested by emailing [admin@egas.org.uk](mailto:admin@egas.org.uk). Shortlisted candidates will receive a school tour on the day.

### Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing [admin@egas.org.uk](mailto:admin@egas.org.uk)

### References

We will obtain references from your referees if you are successful for the interview. In order to prevent delays, please ensure that the reference section of the application form is accurate and completed in full.

### Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

### Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

### Safeguarding

EGA operates safer recruitment practices in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced



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disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.



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